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THE MASSACHUSETTS VOCATIONAL CURRICULUM RESOURCE CENTER

An Introduction

The Massachusetts Vocational Curriculum Resource Center is a project of the Massachusetts Board of Education.

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Funding is provided by the Board through the office of Dr. David Cronin, Associate Commissioner, Massachusetts Department of Education, Division of Occupational Education. The project monitor is Mr. John McDonagh, Director, Bureau of Research, Planning and Evaluation.

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May 30, 1986

Dear Reader:

Vocational educators face a great challenge as we work to develop and utilize state-of-the-art curriculum that keeps pace with changes in business and industry practices. The Division of Occupational Education organizes and provides resources for teachers, administrators and other school staff to meet this challenge. The Massachusetts Vocational Curriculum Resource Center is the cornerstone of our assistance to local and state Staff in occupational education.

The Curriculum Resource Center is an active participant in vocational education program improvement endeavors in Massachusetts and the Center connects to a wealth of information and instructional related material in the United States. The Center certainly represents good news to both the new and the experienced occupational educator.

This booklet is intended to introduce the reader to the purposes and services of the Massachusetts Vocational Curriculum Resource Center. Please let us know of your need for assistance or further information.

Sincerely,

David F. Cronin
Associate Commissioner
Division of Occupational Education

Introduction

The Massachusetts Vocational Curriculum Resource Center (MVCRC) is a statewide program improvement effort directed at making quality curriculum resources available to vocational educators in Massachusetts. Funded by the Department of Education, Division of Occupational Education, and located at Minuteman Regional Vocational Technical High School, the Center operates a free-loan reference library and offers inservice training in the areas of curriculum design, development and modification.

The MVCRC was established by the Division in response to a need for providing program improvement and support services to local school districts. In November of 1979 a request for proposals (RFP) was distributed to interested educational agencies outlining the anticipated goals and objectives. Minuteman Regional Vocational Technical School District was awarded federal vocational funds under Public Law 94-482 and the Center opened in July of 1980. Based on evaluations by the Division of Occupational Education the project was continued for a second and third year. In 1983 a second RFP was developed by the Division for the management of the Center. Minuteman was again selected as the most appropriate site.

Staff

The MVCRC staff includes a director, a librarian, an inservice coordinator and a support staff of three.

Director
Carol K. Laughlin

Librarian
Virginia Day

Inservice Coordinator
Janet Smizer

Library Assistant
Beverly Bleck

Secretary
Marie Walton

Mail Clerk
Brita Kegel

The director is responsible for the overall management of the Center and works with staff from the Division of Occupational Education to establish policy. Carol Laughlin has served as Director since the beginning of the project in July, 1980. She develops the annual funding proposal, prepares and administers the project budget, supervises staff and monitors the achievement of project goals.

The librarian acquires and catalogs curriculum materials for inclusion in the lending library. She provides reference and referral services to MVCRC users, including access to computerized data base searches. She also supervises the circulation of materials.

The inservice training coordinator plans and conducts sessions on a variety of curriculum related topics. Workshops are conducted on-site at requesting schools or on a regional basis when topics are considered to be of general interest. The training coordinator serves as editor for the Center newsletter, ***Curriculum Currents.***

Services

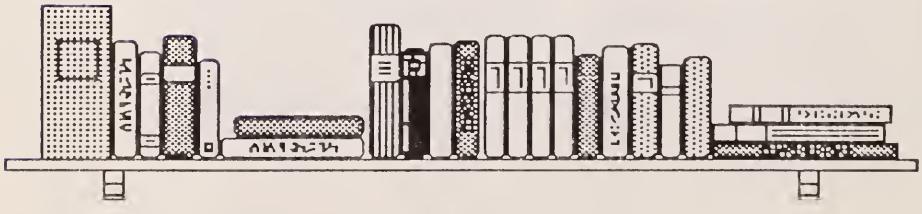
The major functions of the Massachusetts Vocational Curriculum Resource Center are to provide educators with access to national, state, local and commercially developed materials through the lending library and to provide professional development and inservice training opportunities. The services of the Center include:

- **a lending library of print and audio-visual materials**
- **dissemination of selected Massachusetts developed materials**
- **workshops and inservice training**
- **preview of software**
- **a quarterly newsletter**
- **computerized data base searching**
- **an information and referral service**

Publications

The MVCRC publishes a quarterly newsletter, ***Curriculum Currents***. This newsletter is designed to inform readers about the materials and services of the Center and to provide a forum for sharing of information about programs and products within the state. ***Curriculum Currents*** is distributed to educators in vocational-technical schools, comprehensive high schools and other vocational programs. It is made available through the Department of Education's regional offices and the state's teacher training institutions.

The Center publishes a book catalog listing all of the materials in the lending library. This catalog is distributed through Superintendent Directors, Directors of Occupational Education and Occupational Education Coordinators to vocational schools in the state. Copies are also available at the regional offices of the Department of Education. Subject bibliographies are developed on topics of special interest and sent to MVCRC users on request.



Library Services

Through the lending library the Center collects curriculum guides and support materials and makes them available to Massachusetts educators. The collection includes curriculum guides, outlines, teacher materials, student texts and workbooks, courses of study and supplemental teaching aids to support curriculum in all vocational areas. Materials are also available in vocational education for special populations, bilingual vocational education, educational equity, curriculum development and instructional management. Educators can request materials by visiting the Center or by telephone or mail.

The Center maintains a collection of software for the Apple II series microcomputer. Over 200 programs are available and most of the titles may be checked out on loan. The software is for review and evaluation, allowing teachers to try out a program before purchasing it. The Center has two computers that may be used to review software on-site.

If material is not found at the MVCRC to answer a request, the librarian uses computerized searching techniques to locate additional sources of information. The Center maintains communication with other curriculum centers nationwide through an electronic mail network.

Inservice

The Massachusetts Vocational Curriculum Resource Center provides inservice workshops to vocational educators throughout the Commonwealth. The workshops serve a number of purposes, including: assisting vocational educators with curriculum design, development and modification; providing a context within which secondary teachers may discuss current trends and issues in vocational education and facilitating an exchange of ideas regarding successful occupational education programs and practices; and providing opportunities for professional growth and development.

MVCRC AWARENESS

Information about the workshops, services, materials and policies of the Center is provided to groups of teachers during MVCRC awareness sessions. These sessions usually take place when a group visits the MVCRC. However, they can be held on-site at requesting schools, as a means of generating interest in the Center. A visit to the Center has become a feature of many of the state's vocational teacher training classes.

SCHOOL-BASED WORKSHOPS

Some workshops are offered at the request of local school districts and are usually conducted on the premises of the requesting organization, either after school or during release time. Most of the

workshops are held at secondary vocational or comprehensive high schools; however, any school in Massachusetts which prepares secondary students for the world of work could also be an appropriate site for an MVCRC workshop.

Examples of some current school-based workshops include: *Modifying Curriculum for Special Needs Students; Updating Vocational Curricula; Communication: A Basic Job Skill;* and *How Teacher Expectations Affect Student Performance*. These topics were obtained from needs assessments which were conducted during visits to schools and at teacher conferences.

STATEWIDE SESSIONS

Special sessions are also offered on a statewide or regional basis so that teachers from more than one school district can attend. For example, a two-phase workshop on computer-aided drafting was attended by a total of 86 drafting and building trades instructors from schools throughout the Commonwealth. Phase one was held at the Central Massachusetts Regional Education Center; phase two was conducted at Raytheon Systems Laboratory in Bedford. On a regional basis, three workshops on occupational safety and health have been held, each session open to instructors from two adjoining regions.

Connections

NCRVE

One important source of information for Vocational Educators is the National Center for Research in Vocational Education (NCRVE). The NCRVE is located at Ohio State University and is involved in research, program development, dissemination of products, and program evaluation. The MVCRC maintains a large collection of research documents from the National Center and has worked with staff on the dissemination of selected exemplary products.

NNCCVTE

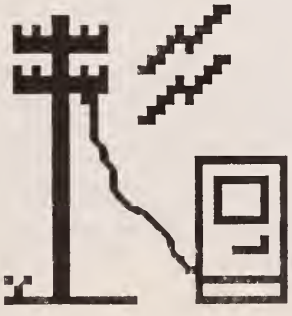
The MVCRC serves as a link to the National Network for Curriculum Coordination in Vocational and Technical Education (NNCCVTE). The NNCCVTE was established by the U.S. Office of Education in 1972, to provide a system through which vocational curriculum could be shared and duplication of effort reduced. The Network consists of six regional curriculum centers and the states included in each Center's region. The Northeast Curriculum Coordination Center (NCCC) is located in New Jersey and also serves the New England states, New York, Puerto Rico and the Virgin Islands. The major benefits of participating in the NNCCVTE and the NCCC are the ability to locate curriculum materials from across the country and the

technical assistance available from these organizations.

Each state has a representative to the NNCCVTE and the NCCC, called a State Liaison Representative or SLR. This person is the link to individual states within the Network, sharing materials and curriculum development plans. The SLR for Massachusetts is John McDonagh, Director of the Bureau of Research, Planning and Evaluation, Division of Occupational Education, Massachusetts Department of Education.

ADVOCNET

The MVCRC staff can communicate with curriculum developers nationwide through the use of an electronic mail network. ADVOCNET serves as a link to other states, the U.S. Department of Education and the NCRVE.



Special Projects

The Massachusetts Vocational Curriculum Resource Center has been actively involved in a number of special projects. In 1984, the Center co-sponsored with the Division of Occupational Education and the Massachusetts Association of Vocational Administrators two 2-day conferences on improving academic currricula. One hundred and twenty-five vocational school administrators participated in the first conference and one hundred and fifteen participants representing 36 schools attended the second.

PRINCIPLES OF TECHNOLOGY

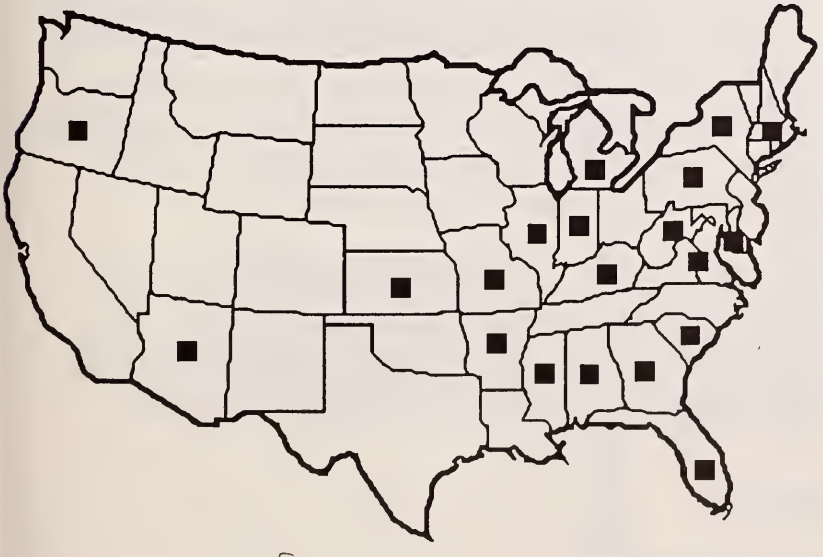
As a direct result of these conferences and the identified need for improved Math and Science course offerings, the Division of Occupational Education joined the Principles of Technology Consortium. This consortium of 41 states and 2 Canadian provinces is supporting the development and field testing of an applied physics course for students interested in a technical career.

The Center has been involved in this project since its inception and is currently sponsoring inservice training sessions for potential Principles of Technology teachers and is coordinating the dissemination of project materials.

V-TECS

Massachusetts joined a second consortium effort in 1986, the Vocational Technical Education Consortium of States (V-TECS). The V-TECS mission is to develop and disseminate competency based task lists and instructional materials.

Through its membership in V-TECS, all previously developed products, including 150 task lists catalogs and seven V-TECS curriculum guides, are now available at the MVCRC. The Center has direct access to the Occupational Data Analysis System (ODAS). Access to a data bank of test items, currently under development, will also be included with V-TECS membership.



■ V-TECS Member States

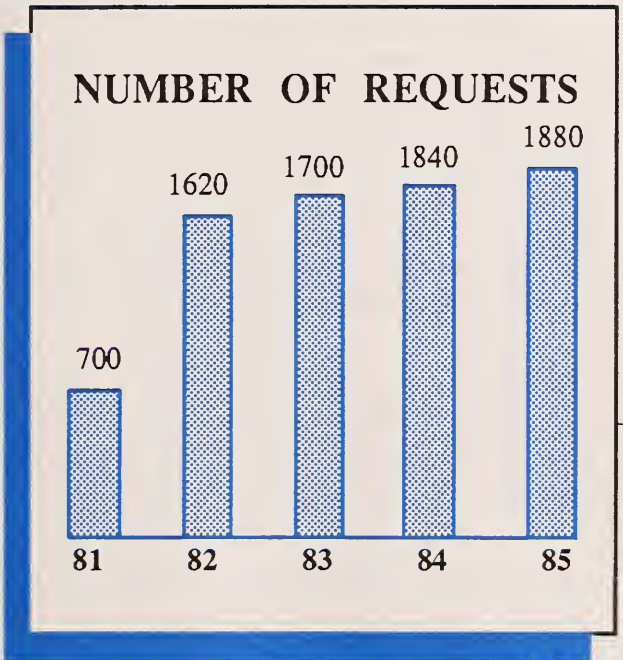
Evaluation

The MVCRC is evaluated on both the quantity and quality of services provided. A record of the number of requests filled, the amount of materials loaned and the workshops offered is sent to the Division of Occupational Education at the end of each project year.

After each workshop sponsored by the Center, participants evaluate the session by means of a workshop feedback form. Comments obtained from the completed forms are used to revise workshop format and content.

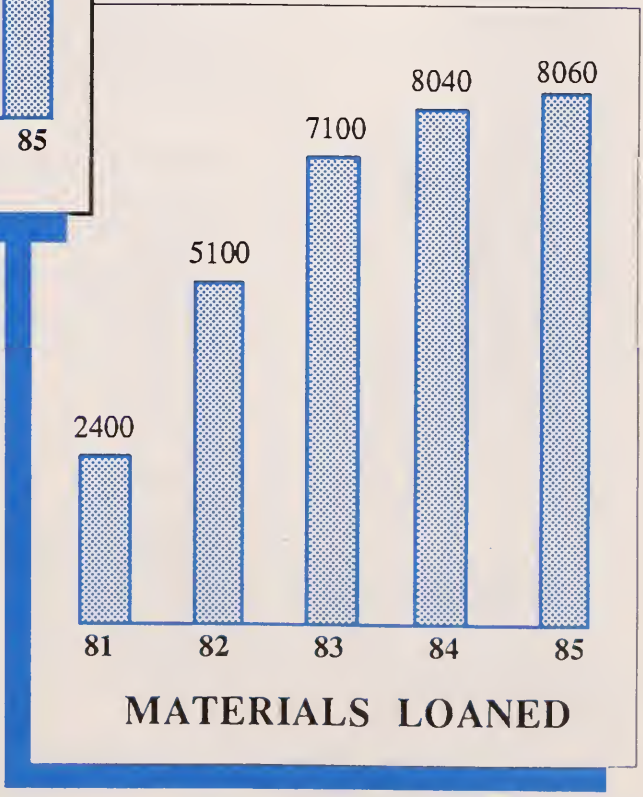
Follow-up evaluations are done on each workshop series through a questionnaire mailed to participants four to six weeks following the final workshop. The follow-up questionnaire is designed to obtain information on the degree to which teachers feel that the workshop content has been helpful in their teaching situation and to solicit suggestions for new workshops.

In addition, general Center performance is measured by surveys distributed to users. In 1985, the Center responded to user requests by extending Wednesday hours until 6:00 p.m.



During the past five years, requests for Center materials have increased by over **250 percent...**

...and there has been a **300 percent** increase in the number of materials loaned.



Advisory Committee

The MVCRC has an active advisory committee with representatives from our major user groups; teachers, teacher educators, administrators, and representatives from special education, bilingual education, career education and industry. The committee acts as a sounding board for the development of goals, identifies areas of concern and offers recommendations to overcome problems.

Members are appointed by an Executive Steering Committee and meet with the Center staff at least three times a year. The following have served as members of the MVCRC Advisory Committee:

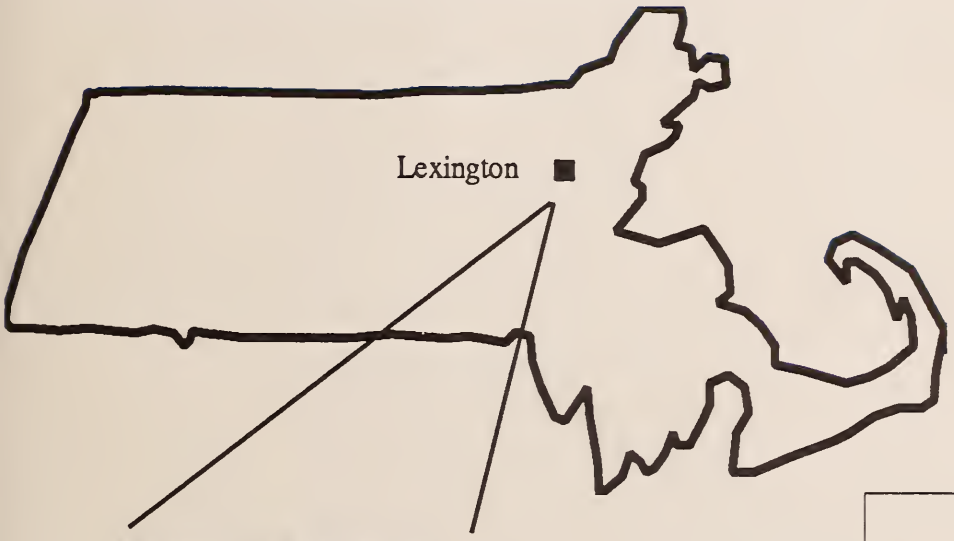
1986 Advisory Committee

Gerard Antonellis
1986
Rhonda Blair Page
1981-1986
Russell Delorey
1986
Alan Dyson
1984-1986
William Giglio
1984-1986
James LiaBraaten
1984-1986
Connie Louie
1986
Modesto Maldonado
1986
Dan Malia
1984-1986
Joyce Malyn-Smith
1982-1986
Alan Melchior
1986
Charles Sandler
1986
Jim Shiminski
1980-1986
Jan Tkacyzk
1986
Jack Wescott
1986

Steering Committee

Ronald Fitzgerald
John McDonagh
Carol Laughlin

John Adams
1980-1983
Joyce Beach
1981-1984
Janet Bryan
1983-1985
James Caradonio
1980-1982
Richard Collins
1980
Carol Denker
1980
Susan Foote
1983-1985
Thomas Gagnon
1980
Linda Gelb
1980-1982
Jack Hall
1982
Charles Heyl
1980-1983
Ben Iannarelli
1980-1983
Mamie Jones
1980-1985
Lawrence Latour
1982-1984
Leslie Leath
1983-1985
George Luoto
1981-1983
Beverly Lydiard
1980
Joseph Mazzarella
1980-1982
Joseph McGillicuddy
1981
Shirley McLean
1981-1985
Florine Neggers
1981-1984
Mike Odom
1982
Lawrence Ovian
1984
Tom Pascarella
1981
James Phelps
1980
Burnetta Reid
1983
John Snow
1980-1983
Philip Tardanico
1980-1982
Judith Taylor
1981-1983
John Wall
1981



Visitors Welcome!

The MVCRC is located at Minuteman Tech, 758 Marrett Road in Lexington, MA, 02173, just south of Route 2A and just west of Route 128. From Route 128 take exit 45B to Route 2A West. The second left turn is the entrance to Minuteman Tech.

Center Hours
Monday -Friday
8:00-4:00 and
Wednesdays 8-6

Also open during summer and school vacations.

For more information about the MVCRC call
(617) 863-1863 or 1-(800) 362-4371

Writing and design:
Carol K. Laughlin